Handshake Partnership Program

Partnerships in NRM **PROSPECT Course**

Program History/Purpose

- Program originated in 2004
- Incentive for field sites to use develop partnerships and use partnership authorities
- Encourage community engagement
- Promote mutually beneficial activities
- Requires a formal agreement to achieve a mutually beneficial project (not just two people shaking hands (informal))
- This is NOT a grant or granting program, although it looks very similar. Internal partnership stimulator.



Philpott Lake

Investment (FY 04 – FY16)

Handshake Funds: \$ 2,594,335

(161 project recipients)

Corps Offices: \$ 2,270,942

Partners: \$ 7,538,512

Total: \$ 12,403,789



Blue Marsh Lake



Jordan Lake

Basics

Challenge Partnerships Projects

- ► Corps facilities and resources <u>maintained at</u> 100% Corps expense
- ► Agreement with a <u>non-federal</u> public or private entity
- ▶ Within authorities and in approved OMP



Basics

- \$250,000 \$300,000 total annual program
- \$30,000 maximum request



- \$5,000 cooperating association bonus
 - ► Could receive up to \$35,000 total with bonus
 - Incentive to formalize partnerships by entering into a cooperative agreement
 - ▶ Does not have a bearing on the application score, but does affect overall funds distribution



Time Line

 Application Period Begins 	July				
 Application Deadline 	Sept				
 Recipients Announced 	Dec				
 Agreement Deadline 	Aug				
Expend Funds	2 yrs				

▶ funds transmitted to District/Project via FAD



Applications

- Application NRM Gateway Partnership Page http://corpslakes.usace.army.mil/ partners/partners.cfm
 - MS Word form
 - Example Applications
- May submit multiple applications but each lake project may receive funding for only one Handshake project



REPLY TO

JUL 1 1 2011

DEPARTMENT OF THE ARMY

441 G STREET NW

REPLY TO ATTENTION

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND DISTRICT COMMANDS, AND CHIEFS, OPERATIONS DIVISIONS

SUBJECT: Handshake Partnership Program - Fiscal Year 2012 Invitation for Proposals

- The U.S. Army Corps of Engineers (Corps) is committed to maintaining a partnership culture within our organization and recognizes that partnerships are a handshake, not a handout.
- 2. Now in its ninth year, the Handshake Partnership Program gives incentive to Corps projects to use partnering authorities to their fullest potential, and the program provides an opportunity to compete for additional "handshake" funding. These handshake funds serve as "seed money" to encourage local organizations to partner with the Corps. Corps projects are now invited to submit applications for FY 2012 handshake fund.
- 3. The Handshake Program application instructions and application form are enclosed. More information and the downloadable application form are located on the Natural Resources Management Gateway, http://corpslakes.usace.army.mil/employees/challenge/handshake.cfm. Applications must be coordinated with the district and MSC prior to submission, and the applications must be received NLT 14 Cother 2011.
- Please direct any questions to my POC, Mr. Michael Hosey, SAD Partnership Advisory Committee representative, at (919) 542-4501, extension 26.

FOR THE COMMANDER:

Encls

MICHAEL G. ENSCH Chief, Operations

Recipients not required to sit out a year before applying again.
 However, must submit mandatory reports from previous year's funding and enter data in OMBIL before eligible for current funds.

Applications – New Last Year

- NEPA consideration: Yes/No checkmark
- Webinar attendance: Yes/No checkmark
- Summary Statement: Should be a brief 3 to 4 sentence summary of the overall project. This field is limited to 1,500 characters.
- Change in bonus categories
 - ► First time recipient
 - ▶ Partner contributions >70%



Start Early

- September may seem like a long way off, but it will come quickly.
- Determine your project
- Work with prospective partners
- Identify needs and each partner's contribution
- Is the Handshake Program the right fit?

Lake Okeechobee





It is very important when completing a Handshake Application to READ and FOLLOW the Application Instructions.

There are point deductions if not.



A good application includes a thorough description about:

- the partners
- the project
- the overall benefit of the partnership

AND



Clearly addresses each evaluation criteria in concise paragraphs

It must tell us why the proposed project is valuable. Don't assume we already know.



Application Evaluation Criteria

Specifically address how the project will meet the six evaluation criteria

- Longevity/Sustainability
- Partnership Value
- Recreational Benefit
- Environmental Stewardship Value
- Communication and Education Value
- Innovativeness/Uniqueness









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Scoring

- Each application is evaluated and scored 1 -10 for each criteria, then weighted.
 - Sustainability/Longevity (12.5%)
 - Partnership Value (20%)
 - Recreational Benefit (20%)
 - Environmental Stewardship Value (20%)
 - Communication and Education Value (15%)
 - Innovativeness (12.5%)
- Maximum score for each application is 200 points per evaluator (usually 8 evaluators).



Scoring

- Each PAC member evaluates all applications and submits scores to coordinator.
- Scores are combined to get total score (1,400 max).
- Bonus points are added
- Applications that do not meet the guidelines outlined in the instructions will have points deducted from their final score.
- Projects are ranked in the order of total score.
- Funds are disbursed according to ranking and amount requested.
- It is possible that the lowest ranked funded project will not receive all of requested funds.

Handshake Scoring Exercise

Each student should have a Handshake Scoring Exercise sheet and a Handshake Project Exercise sheet

- > We will walk through each of the application sections together
- > There will be examples of good and poor application language
- ➤ We will score each of the examples and then write your own for your proposed Handshake project.



Handshake Project Summary Statement

- Describe the partnership and the work to accomplish
- The summary is limited to 1,500 characters, the total description should be no longer than three pages.
- Include the basic who, what, when, where, how.
- Outline concisely:
 - Who will accomplish each task
 - New facilities
 - Renovations to existing facilities
 - Research
 - Visitor Services
 - Educational or interpretive products created







Pomme de Terre Lake



Exercise: Summary Statement

- First, on your Handshake Project Exercise sheet, fill in the name of your lake, the title of your Handshake project, and potential partners that you might work with.
- Develop a summary statement outlining YOUR plan to work with your partners for your proposed Handshake project. (10 min)
- The first sentence should tell us exactly what you are doing.
- Do not exceed 1,500 characters (including spaces). Keep it short and simple!
- If you exceed the character limit, points may be deducted.
- Once you have completed your summary statements, let's hear examples from a few people and provide class feedback.



Criteria #1: Longevity/Sustainability

What is the life span of the product and the benefit to the Corps?

- What is long term benefit of the project?
- ➤ How long do you estimate it will be around?
- What is long term cost?
- ➤ Will there be on-going maintenance required?
- > By whom?
- ➤ Will the project be removed or closed if maintenance is required but not funded?
- ➤ Longer term benefit and less O&M compete better



Sustainability Examples

Let's begin by evaluating the following previously submitted examples of sustainability / longevity.

On your Handshake Scoring Exercise sheet, score each example from 1-10. (1 = lowest/ 10 = highest score)

Once you have completed scoring each statement, we will share our scores.



Sustainability Examples

- 1. Both the ABA/ADA compliant boat dock upgrade and fishing pier will be constructed of concrete with steel hand rails and will therefore be flood resistant.
- 2. The materials we are using will last.
- 3. The materials have a life span of 20+ years and were chosen for the project to ensure a long lasting, low maintenance fence.
- 4. The shoreline stabilization rip-rap will not require any additional annual maintenance once it is installed.
- 5. This shoreline will not erode.



Sustainability Examples

- 6. It will be around for a long time.
- 7. It is expected that the platform will provide a stable eagle nesting place for 20+ years.
- 8. This project will last for future generations.
- 9. We will find a Friends group to provide the on-going maintenance.
- 10. The anticipated operative life span is a minimum 30 years due to the durable nature and longevity of the components.



Sustainability Statement

Now...write your own longevity/ sustainability description for your project on your Handshake Project Exercise sheet.

Use the question prompts on the sheet to help you develop your description.



Criteria #2: Partnership Value

What is the significance of the partner's contribution to the project (e.g. critical partner, matching dollars, materials, in-kind services, etc.)?

- ➤ This category evaluates both the value of the partner and the value of their contributions.
- More partners compete better because there is a stronger partnering benefit and more potential contribution.
- ➤ The higher proportionately the value of the partner is to the COE, the more attractive the application.
- Include in this section what the Handshake funds will be used to purchase or provide (cost breakdown).
- Higher % of partner contribution competes better
- Significance of partner to the project competes better



Partnership Value Examples

Double click on spreadsheet to access data entry fields:

	Lo	ral	Handshake	SCA	Partner 1	Partner 2	Partner 3	Partner 4	Partner 5	Partner 6	Partner 7	Partner 8	Total
	Co		Funds	The state of the s							-		
In-Kind Services	\$5	,000	N/A	\$0	\$0	\$0	\$0	\$4,000	\$4,500	\$0	\$5,000	SO	\$18,500
Travel		\$0	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	S0	\$0	\$0
Materials and Supplies	\$10	,000	\$25,000	N/A	\$1,000	\$0	\$5,000	\$0	\$0	\$0	\$500	\$0	\$41,500
Equipment Use		\$0	\$0	N/A	\$0	\$0	\$0	\$15,000	\$0	\$0	\$0	\$0	\$15,000
Funds Contributed		N/A	N/A	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personal Property	\top	N/A	N/A	N/A	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Volunteer		N/A	N/A	\$0	\$4,272	\$4,272	\$1,282	\$1,068	\$0	\$5,126	\$2,777	\$6,408	\$25,205
SCA Intern/Crew		50	\$0	N/A	\$0	\$0	\$0	\$0	\$0	SO	\$0	\$0	\$0
Other (explain below)		\$0	\$0	N/A	SO	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$15	,000	\$25,000	SO	\$5,272	\$4,272	\$6,282	\$20,068	\$4,500	\$5,126	\$8,277	\$6,408	\$100,205
Share of Total Cost		15%	25%	0%	5%	4%	6%	20%	4%	5%	8%	₹ 6%	100.0%

Each example should be scored 1-10.

- 1. The project will also serve to strengthen our existing partnerships by...
- 2. ...this project will be yet another example of their involvement in the creation of new recreation opportunities.
- 3. These partners have made significant contributions to the project in volunteer hours, materials, and in-kind services..



Partnership Statements

Now...write your own partnership value description for your project on your Handshake Project Exercise sheet.



Criteria #3: Recreational Benefit

Does the project improve the overall recreation experience for the project's users? Does it provide opportunities for various user types?

- What experiences are created?
- > Who benefits?
- ➤ Are there multiple user groups?



➤ The more diverse and multi-functioning the recreation experience can be, the better the application will score.





Cottage Grove Lake



Recreational Benefit Examples

Just like before, each example should be scored 1-10.

- 1. Even though low stream flows during non release times or drought conditions would prohibit or limit kayaking and canoeing, these access points would still be heavily used by anglers and picnickers wanting to participate in stream activities.
- 2. Improved fishing not only allows for more recreational activity but also drives tourism, and provides economic impact to area communities...
- 3. The revitalization of the area will provide critical opportunities for plant identification, bird and wildlife watching, lessons in wildlife attraction, photography, and quiet reflection with universal access...
- 4. The benefit to recreation will be a much safer and user friendly group picnic area.

Recreation Statements

Write your own recreation benefit description on your Handshake Project Exercise sheet...



Criteria #4: Environmental Stewardship Value

How does the project contribute to the natural world, and the improvement of the Corp's natural and/or cultural resources?

Topics that usually score well in this category:

- > Pollinator projects
- > Invasive species control
- ➤ Aquatic & fisheries habitat improvements
- ➤ Wildlife habitat improvements
- > Trails
- Research



Jordan Lake

> Improvements to the natural environment usually score better







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Center Hill Lake

Environmental Stewardship Examples

Each example should be scored 1-10.

- 1. It is important to work proactively to keep additional invasive species from entering the lake and to prevent further spread of existing invasive species.
- 2. The projects will also drastically reduce sediment loads entering the lake in the areas where surface water interacts with the erosion prevention projects; improve the fishery and provide additional habitat for invertebrates, amphibians, reptiles, waterfowl and a variety of upland wildlife...
- 3. This project will improve the ecosystem through habitat restoration, invasive species eradication, fire risk reduction, and improve wildlife diversity.
- 4. It would be a great method to turn an environmental risk into an environmental benefit



ES Statements

Now...write your own ES description...



Criteria #5: Communication and Education Value

Does the project increase public understanding of the Corps and its missions through interpretation, outreach, education and public information?

- > It is important to show the effort in education
- > It is important to show the impact of the efforts
- ➤ Is it interactive or is everything static?
- Explain how the benefits of the project are conveyed to the public and how the project improves the COE image.

duch of the land surrounding Lake Allatoona remains orested. Located between Georgia's coastal plain and nountains to the north, this Piedmont area consists of ow rolling hills covered in a mix of hardwoods and pines. Data, hickory, sweetgum, beech, and maple share space with longleaf, shortleaf, Virginia, and Lobbolly pines.

Common wildlife includes turkey, white-tail deer, grey quirrels, eastern chipmunks, and countless species of songbirds. Less numerous species like fox, coyote, and seaver also live around Lake Allatoona, but are seldom seen by our visitors. Perhaps you'll catch a glimpse of some of our wildlife on your walk today?





A for hit is more likely to see you that you to see him. The quieter you are the more likely you'll be to spot our abusine wildlife.

VALKING IN PIEDMONT MIXED FOREST DOPER IRON FURNACE TRAIL US AND CORP. US AND CORP.

Allatoona Lake

Communication and Education Examples

Each example should be scored 1-10.

- 1. Interpretive signs located around the course will provide educational, cultural, environmental and historical significance.
- 2. Wayside exhibits, signs, educational instruction, and existing bulletin boards will all be used to discuss the environmental stewardship mission, the flood control mission, efforts to improve water quality, and enlighten visitors on the other recreational possibilities.
- 3. It will be a site for interpretive programming involving paddling, water exploring, birding and others...
- 4...by promoting safety and knowledge on water related activities available around our lakes.



Communication & Ed Statements

Now...write your own communication and education plan...



Criteria #6: Innovativeness

Describe the innovative nature of the partnership or the project. Are other organizations doing this kind of project? How is this project important and unique?

- What makes this idea so different?
- ➤ Why is it special?
- ➤ Is the partnership innovative or is it the project? Explain the difference if there is one.
- Convince the reader, "Wow, that is different."







Innovativeness Examples

Each example should be scored 1-10.

- 1. This type of project has never been attempted in our region where there are several different union groups working together as volunteers.
- 2 ...is innovative because it attacks four different erosion sources at four different locations with four different specific solutions and provides a multitude of other recreational benefits at the same time.
- 3. This project has taken a different approach in the development of a partnership...
- 4. This project will provide conceptual to visual progression in educating the public on the environmental concept of erosion control.
- 5. This partnership will utilize common goals to help build stronger recreation and educational opportunities, benefiting all parties.



Innovative Statements

Write your own innovation statement...



Handshake Project Exercise Review

- ➤ Break into groups of 2-3
- ➤ Share your Handshake proposals with your groups and help each other fill in the gaps to make your proposal more competitive.
- ➤ Need a few volunteers to share their proposals with the class for critique and more ideas for improvements.



Application Suggestions

- Don't assume the reader knows what you know.
- Project diversity is good, but not required.
- Follow the instructions on length:
 - Max of 1,500 characters on summary statement
 - Max of 3 pages of narrative and
 - Max of 4 pages of drawings/photos/maps/plans
- Provide the information in an easy to read, easy to find format.



FY 16 Incentive Point Category

- Projects where the partners' contributions meet or exceed 70% of the total project costs = 100 bonus points
- Projects that have never been chosen to receive Handshake funding previously = 100 bonus points
- Categories may change for FY17.





Program Basics

- No <u>required</u> % matching contribution by partners
- Partner's contributions = cash, volunteer services/labor, materials, supplies
 - Reference ER & EP 1130-2-500 Ch 11
 - Make sure to include all contributions made by partners on the application.
- Proposals with higher % of partner contribution and participation usually compete better



Program Basics

- Handshake funds must be spent via the same processes as any other appropriated funds; in accordance with contracting laws, FAR, DFAR, and AFAR, and all other regulations.
- Projects must consider NEPA requirements that may be necessary prior to beginning work on the Handshake project
- Cannot "Give" Handshake Funds to partners
 - The Corps does not have granting authority
- Handshake funds cannot be spent to fund permanent Corps positions (labor) or travel



Managing Expectations

Realistic view of the opportunity

FY 16: 23 applications (16 selected)

FY 15: 33 applications (13 selected)

FY 14: 26 applications (13 selected)

FY 13: 27 applications (11 selected)

FY 12: 36 applications (13 selected)



- Handshake recipients: MVD (37), SAD (36), NWD (27), LRD (21),
 NAD (13), SWD (12), SPD (10)
- Prior to applying, discuss with partners what you will do if project is not selected
 - > Go ahead with project using more local office and/or partner funds
 - > Agree on a scaled down version
 - > Identify funding from other sources, ie Corps Foundation grants
 - > Try a different project
 - Cancel project



Handshake Program Gateway Page

Handshake Program

The Handshake Program offers a source of seed money to Corps installations for worthwhile partnership projects. The intent of this program is to initiate new, or enhance existing recreation and natural resources management opportunities. The objective is to provide an incentive to Corps projects to utilize partnering initiatives to their fullest potential. In addition, this funding is intended to encourage local organizations to partner with the Corps to construct, operate, and/or maintain local partnering projects. The Handshake Program is a way for the Corps to demonstrate our recognition that partnerships flow in both directions (i.e. partnerships are a "handshake," not a handout). Corps leadership has demonstrated their commitment to a partnership culture by establishing this program.

PLEASE NOTE: At this time, USACE has no authority or mechanism to give a non-federal partner funds. Contact your district partnering POC or division Partnership PDT member if you have questions concerning this issue.

Questions about this program should be directed to Allen Gwinn, Handshake Program POC at 814-658-6810.

- Handshake Program Fact Sheet
- · Challenge Partnership Template

Final Report Forms

- o FY 2013
- o FY 2012
- o FY 2011
- o FY 2010
 - Applications and Agreements
 - Program Presentations
 - How To Prepare a Winning Handshake Application Webinar

Handshake Program Recipients

Summary of 2004 – 2013 Recipients

News/Current Issues

Success Stories

Handshake Program Applications and Agreements

Trails

2009

- o Carlyle Application/Agreement
- Norfork <u>Application/Agreement</u>
 2010:
- o Waco Application/Agreement
- Hartwell <u>Application/Agreement</u>
 2011:
- o BWT Application/Agreement
- o Carlyle Application/Agreement
- o DeGray Application/Agreement
- o Ouachita Application/Agreement
- o Hartwell Lake Application/Agreement
- Lost Creek Lake Application/Agreement
- o Rathbun Lake Application/Agreement
- Stockton Lake <u>Application/Agreement</u> 2013:
- Caesar Creek Lake
- Application/Agreement

 Mark Twain Lake
- Application/Agreement
- o Rathbun Lake Application/Agreement

Recreation

2009

- Dale Hollow <u>Application/Agreement</u>
 2011:
- Alabama River Application/Agreements
- o Oahe Application/Agreement
- Philpott <u>Application/Agreement</u>
 2012

Interpretation

2009

- o Allatoona Application/Agreement
- Cottage Grove Application/Agreement
- o DeGrav Application/Agreement
- Mendocino <u>Application/Agreement</u>
- o Walter F George Application/Agreement

2010:

- o W Kerr Scott Application/Agreement
- Kaskaskia <u>Application</u>/Agreement
 2011:
- o Sonoma Application/Agreement
- Rough River <u>Application/Agreement</u>
 2013:
- o Waco Lake Application/Agreement

Accessibility Improvements 2009:

- Jennings Randolph
 Application/Agreement
- o Tully Application/Agreement
- John H Kerr <u>Application/Agreement</u>
 2013.
- o Lake Ouachita Application/Agreement

Safety

2009

o SAD Application/Agreement

Project Examples: Trails

- Rock'n the Trail (NWK- Rathbun 2013)
- Fitness Trail (LRL- Caesar Creek 2013)
- Paynes Creek Multi-Use Trail (Hartwell 2010/2012)
- Persimmon Hill Trail/Spyglass Hill Trail (MVK- Enid 2004/2007)
- West Alabama Birding Trail (SAM- Black Warrior 2011)
- Trans-Ozark Trail Expansion (SWL- Norfork 2009)
- Tall Grass Heritage Trail (NWK- Melvern 2006)
- Blueways Trail (SAW- Philpott 2014)
- Mountain Bike Trail Skills Park (NAB- Raystown 2015)











Project Examples: Recreation

- Archery Range (NAB- Jennings Randolph 2015)
- Campground Environmental Ed Pavilion (LRP- Tionesta 2013)
- Paint Creek Kayak/Canoe Access (LRH- Paint Creek 2012)
- Rockhaven Equestrian Park (NWK- Clinton 2012)
- Roanoke River Basin Blueway Access (SAW- JH Kerr 2012)
- Community Picnic Shelter (SAW- Cape Fear 2012)
- East Bank Recreation Area Improvements (Tenn-Tom 2008)
- Kids Fishing Pond and Trail (NWK- Stockton 2014)
- Natural Playscape (MVR- Red Rock 2014)











Project Examples: Env. Stewardship

- Fisheries Habitat Enhancement (NWK- Smithville 2013)
- Shoreline Erosion/Trail Stabilization (Blue Marsh 2008/2010)
- Wildlife Management Area Model (SPN- Mendocino 2015)
- Warm Season Grass Restoration (LRL- Barren River 2009)
- Invasive Species Wash Station (MVP- Gull 2012)
- Longleaf Pine Restoration and American Chestnut Re-Introduction Program (SAM- Allatoona 2007/2011)
- Turtle Habitat Restoration (NAE- Edward MacDowell 2015)
- Dexter Wetland Restoration (NWP- Dexter 2010)
- Feral Cat Population Management (NAE- Cape Cod 2006)











Project Examples: Accessibility

- ADA Pond and Pier (MVK- Ouachita 2013)
- Wheelchair Access to Waterfall (NAE- Tully 2010)
- Island Creek Disabled Veterans Boat Dock (SAW- JH Kerr 2010)
- Sunset Trail Pond Accessibility (NAB- Jennings Randolph 2009)
- Accessible Watchable Wildlife Trail (LRP- Kinzua 2008)
- Universally Accessible Picnic Sites (MVR- Coralville 2007)
- Visitor Center Accessibility Improvements (LRB- Mt Morris 2007)
- ADA Fishing Pier, Boat Dock, Duck Blind (MVS- Kaskaskia 2015)
- Denby Bay ADA Trail (MVK- Ouachita 2005)











Project Examples: Interpretation

- Russian River Coho Salmon Documentary (SPN- Sonoma 2011)
- Eagle Nest Project (SWF- Waco 2013)
- Outdoor Learning Center (LRL- Rough River 2012)
- Visitor Center and Trail Improvements (SAM- Allatoona 2009)
- Kaskaskia/Mississippi River Interp Area (MVS- Kaskaskia 2010)
- Raystown Conservation Ed Partnership (NAB- Raystown 2008)
- Interpretive Gardens (MVP- Cross Lake 2015)
- Environmental Education Center (W Kerr Scott 2010)
- NW Discovery Water Trail Guide (NWP/NWW 2004)











Project Examples: Safety

- Lucky Peak Mutual Aid Radio Repeater (NWW- Lucky Peak 2010)
- Regional Life Jacket Loaner Initiative (SAD- 2009)
- Severe Weather Warning System (MVS Rend 2006)





Q/A from previous classes

- What happens if your project is selected, but your partner can't come up with their funding?
 - The handshake funds are returned and likely offered to the next highest scoring applicant
- What if cost of project is less than expected?
 The unused funds are returned. Handshake funding can only be used for the stated project.
- How long do you have to expend your funding? 2 years
- Can the Corps contribution consist of just labor? Yes
- Can you use a different partner if your original partner falls through?
 Yes
- Where can the funds be spent?
 Only on fee-owned Corps land operated and maintained by the Corps



Review

- What type of agreement is used if you are selected to receive Handshake funds?
 Challenge Partnership Agreement
- What is the maximum amount of funding you can request? \$30,000
- What is the maximum amount of funding you can receive? \$35,000
- What amount of match is required by the partner for you to receive Handshake funds? \$ 0
- What is the deadline for submitting a Handshake Application?
 September or the end of the FY.
- What are the six evaluation categories?
 Longevity/Sustainability, Partnership Value, Recreation, Environmental Stewardship, Communication & Education, Innovativeness





